

United States Embassy
Tokyo, Japan



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VACANCY – Administrative Assistant (Temporary)

ANNOUNCEMENT - #069

OPEN TO: All Interested Candidates
POSITION: **Temporary Administrative Assistant, FSN-105 (position number A93096)**
*** FSN-7, ** FP-7**
OPENING DATE: April 21, 2006
CLOSING DATE: May 8, 2006
WORK HOURS: Full Time 40 hours/week
SALARY: * Ordinarily Resident FSN-7 ¥6,650,137 p.a. (Full Performance Level – Starting salary)
(Position Grade: FSN-7)
** Not-Ordinarily Resident FP-7 US\$31,526 p.a. (Full Performance Level – Starting salary)
(Position Grade: FP-7 is confirmed by Washington)
LENGTH OF HIRE: Temporary position – beginning May 15, 2006 ending March 30, 2007

PLEASE NOTE:

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All ordinarily resident applicants must have the required residency permits to be eligible for consideration.
4. U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).
5. The U.S. Embassy does not accept hand-delivered applications from outside the Embassy community.
Please send by post, courier, or fax. All applications postmarked by the closing date will be accepted.

THE U.S. EMBASSY in Tokyo is seeking individual for the position of Administrative Assistant in the Agricultural Trade Office.

BASIC FUNCTION OF POSITION: In close teamwork with the staff of Agricultural Trade Office (ATO), carries out a range of administrative, clerical, and front office duties in support of U.S. Department of Agriculture (USDA) marketing programs to promote U.S. food and beverage exports to Japan. These moderately difficult and complicated duties require growing knowledge of administrative and financial management operations of the USDA's Foreign Agricultural Service (FAS), as well as the agency's clerical practices and procedures, and computer systems unique to ATO. In addition, provides marketing support by handling numerous inquiries from companies and trade associations, helping prepare and disseminate reports and other information on the Japanese food market, maintaining and updating databases of industry and media contacts, updating the ATO's webpage, and assisting preparations and operations for selected ATO marketing activities such as the USA Pavilion at the FOODEX trade show. Serves as the lead staffperson maintaining the ATO's computer system in close communication with home office system administrators. Also, serves as office receptionist in the absence of the ATO's secretary.

QUALIFICATIONS REQUIRED: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Please see the "TIPS FOR APPLYING" page on our website for more details: <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

1. Education: Completion of secondary education. Some post-secondary education, but degree not required.
2. Prior Work Experience: Two years secretarial and/or office management experience required.
3. Language Proficiency: Level IV (Fluent) Speaking/Writing/Reading English and Level IV (Fluent) Speaking/Writing/Reading Japanese required.
4. Knowledge: Familiarity with general office procedures. Strong reception and telephone manners.
5. Skills and Abilities: Good aptitude for managing, operating, and maintaining office computer system including understanding of LAN systems operation, PCs, internet, database software, and webpage maintenance required.

SELECTION PROCESS: When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY: Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Ordinarily resident applicants must submit a copy of required residency permit. The U.S. Embassy does not sponsor work visas in Japan.
5. Any other documentation (e.g., test scores, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. PLEASE ATTACH CERTIFICATES OF TEST SCORES OR OTHER EVIDENCE TO VERIFY YOUR ENGLISH/JAPANESE LANGUAGE PROFICIENCY.

Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html> or contact the Human Resources Office.

SUBMIT APPLICATION TO:

Human Resources Office, ATT: Karen Inoue
1-10-5, Akasaka, Minato-ku,
Tokyo 107-8420

FAX: 03-3224-5818

DEFINITIONS:

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria: 1) US citizen; 2) Spouse or dependent who is at least age 18; 3) Listed on the travel orders of a Foreign, Civil, or Uniformed Service member permanently assigned to, or stationed at, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; 4) Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 5) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or Uniformed Services.
2. EFM: Family Members at least 18 listed on the travel orders of a Foreign or Civil Service or Uniformed Service member permanently assigned to, or stationed to, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and Uniformed Service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: MAY 8, 2006